

**BY ORDER OF THE COMMANDER  
AIR EDUCATION AND TRAINING  
COMMAND**



**AIR FORCE INSTRUCTION 10-403**

**AIR EDUCATION AND TRAINING COMMAND  
Supplement 1**

**6 SEPTEMBER 2001**

**Operations**

**DEPLOYMENT PLANNING AND EXECUTION**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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**AFI 10-403, 9 March 2001, is supplemented as follows:**

This supplement provides the basic AETC unique requirements to support contingency operations at all levels of command. It applies to all AETC units and members. It does not apply to AETC-gained Air National Guard and Air Force Reserve Command units and members.

Send comments and proposed changes to this supplement on an AF Form 847, **Recommendation for Change of Publication**, to HQ AETC/LGXXW, 555 E Street East, Randolph AFB TX 78150-4440. Maintain and dispose of records created as a result of prescribed processes in accordance with AFMAN 37-139, *Records Disposition Schedule* (will become AFMAN 33-322, Volume 4).

**SUMMARY OF REVISIONS**

**This instruction is substantially revised and must be completely reviewed.**

1.4.1.8. (Added) HQ AETC/LGXXW is the command OPR for implementing this supplement. The OPR will conduct staff assistance visits (SAV) for active duty AETC units on an as-requested basis, and the requesting base will normally fund for this TDY. SAV teams are normally composed of AETC logistics plans, transportation, supply, fuels, and personnel readiness.

**1.4.9. (Added) Comptroller.** The AETC Comptroller will:

- 1.4.9.1. Supervise the administration, tracking, and control of funds in support of deployment operations.
- 1.4.9.2. Ensure wing comptrollers receive timely guidance on authorized military pay and travel entitlements for personnel deployed in support of contingency operations.
- 1.4.9.3. Ensure comptroller forces are deployed with the resources (people and equipment) needed to support theater commander objectives.

1.5.1.3. Manning-levels permitting, logistics plans personnel unit deployment managers (UDM), and personnel assigned to deployment positions will be exempt from the Resource Augmentation Day (READY) Program.

1.5.1.5. As a minimum, AETC active duty units must participate in a deployment exercise quarterly (such as peacetime deployments, local and higher headquarters exercises, and operation readiness inspections [ORI]), to provide coverage of all deployment work centers. Also, installation deployment officers (IDO), deployment workcenter personnel, and UMDs should participate in desktop exercises as often as necessary to maintain their proficiency in the Integrated Deployment System (IDS). One of these desktop exercises should be conducted using the logistics module (LOGMOD) stand-alone (LSA) (or whatever backup system the base uses) versus the LOGMOD to ensure proficiency. AETC tenant units should identify their exercise requirements to the host unit. Each unit type code (UTC) will be exercised at least once a year and each deployment-task individual will participate.

1.5.2. It is recommended that the chief of logistics plans be appointed as the IDO.

1.5.2.1. The IDO will provide one copy of installation deployment plan (IDP) to HQ AETC/LGXXW.

1.5.2.9. The IDO, working with base functional experts, will publish and update standardized lesson plans and dates to conduct the required training identified in **Attachment 15 (Added)** of the basic AFI.

1.5.2.11. (Added) Will not be assigned additional duties that conflict with the primary deployment duty responsibilities (for example, disaster preparedness officer or mortuary affairs officer).

1.5.6.1. The transportation squadron commander, chief of transportation, or functional area chief (FAC) will outline transportation squadron, flight, or unit responsibilities for meeting deployment requirements, to include contract workloads.

1.5.7.4. (Added) Provides a supply or fuels representative (and alternate, as required) to the deployment control center (DCC).

1.5.10.5. (Added) Provides a personnel representative (and alternate, as required) to the DCC.

1.6.1.3. Alternates will be assigned to the maximum extent possible. Generally, if a unit is tasked with UTCs, all unit personnel with an Air Force specialty code (AFSC) contained in one of the tasked UTCs should be a primary or alternate assigned against one of the UTC taskings. Once an individual is assigned to a tasking (as either primary or alternate), they cannot simultaneously be assigned against any other UTC. **NOTE:** At a minimum, the records of primary aerospace expeditionary force (AEF) tasked personnel must be annotated in the Air Force Personnel Data System Modernization Program (MilMod) (previously PC-III) for the length of their AEF commitment.

1.6.1.5. UDMs will not have additional duties assigned if these duties conflict with their primary deployment duties. To the maximum extent possible, UDMs should be from the functional area supporting the UTC.

1.6.1.14. The personal readiness folder will contain all required items shown on the AF Form 4005, **Individual Deployment Requirements**, or on the LOGMOD personnel readiness checklist. If the leave and earnings statement (LES) is included, it must be one of the last two statements.

1.6.1.15. (Added) Commanders should not assign additional duty details to personnel assigned to deployment positions and workcenters if these details conflict with primary deployment duties.

1.6.2.3. Primary identified-to-deploy personnel should have priority for training with alternates to follow. If resources permit, it is highly recommended that all subject-to-deploy personnel receive all training.

1.6.2.5.7. Special qualifications of aircraft maintenance personnel will remain valid throughout the period of deployment.

1.6.3. Units must track completion of minimum training requirements identified in paragraph 1.6.2.2 of the basic AFI as well as all standard shot requirements (for example, typhoid, yellow fever).

2.5.4. Preplanned load plans are not mandatory for AETC units, but are highly recommended for units with aircraft movement of forces from home station. If preplanned load plans are generated, the mode of transportation will be the C-17 aircraft. As a minimum, units will maintain a prioritized list of deploying cargo.

2.6.1.2. Personnel and manpower IDS data files should be provided at least monthly.

2.7. Manning will be determined for the deployment workcenters based on a 100-percent AETC war mobilization plan (WMP) UTC deployment tasking scenario. This means continuous (round-the-clock) coverage if required.

2.7.1. (Added) AETC active duty units will send HQ AETC/LGXXW a memorandum listing the IDO, assistant IDO, and DCC, STU-III, and fax numbers. Units will provide updates as changes occur.

2.8.3.1. The goal for all AETC bases is access to the Secret Internet Protocol Router Network (SIPRnet) and secure telephones in deployment workcenters; that is, DCC, cargo deployment functions (CDF), personnel deployment functions (PDF), and unit deployment control centers (UDCC). The process to obtain connectivity should be ongoing. In the interim, immediate access in the command post or unit area is acceptable to meet requirements.

2.9.1.1. Each transportation unit will have at least one person who is Air Mobility Command (AMC) affiliate trained on computer-aided load manifesting (CALM), but must be able to support 24-hour operations if required. It is understood that the majority of AETC bases do not have military air home station pickup. However, these bases must be prepared in the event military air (National Guard, Reserve unit, etc.) becomes available to transport deploying troops and cargo.

2.9.2. Ensure a deployment vehicle operations function provides vehicles and operators to support deployment requirements. Worksheets for approximate over-the-road travel time to possible aerial port of embarkation (APOE) are no longer required. Establish a local method or checklist for tracking this information.

2.10. The passenger terminal function of transportation, which is responsible for the processes of passenger manifesting, passenger briefing, troop commander and team chief briefings, holding and loading of passengers, and baggage handling, will be collocated within the PDF area.

2.12.1.4. (Added) The IDO will maintain a listing of all deployment workcenters (to include unit workcenters). As a minimum, the listing will contain workcenter building or room numbers and phone numbers.

2.12.1.5. (Added) Within 90 days after any of the following, units must publish or review their unit deployment guidance for compliance:

2.12.1.5.1. Activation of a new unit.

2.12.1.5.2. Major change in manpower or equipment authorizations.



2 - 8	Enter the ULN, beginning in position 2 and filling any unused positions with a dollar (\$) special character.
9 - 10	Deployment echelon code. For non-cargo items that require a TCN (for example, weapons and ammunition shipped as excess baggage), use 00 (zero, zero).
11 - 14	Increment number.
15	Always enter a zero.
16 - 17	Split/partial shipment or complete shipment unit indicator.

4.3.2.1.9. (Added) For unit move and deployment cargo markings, items loaded into increments (such as boxes loaded onto pallets or crates loaded into vehicles) will have two lines of markings as follows:

4.3.2.1.9.1. Line one—the UTC or unit of assignment (for example, QFEBC or 12 SFS).

4.3.2.1.9.2. Line two—the increment number, including the deployment echelon and its subincrement as applicable (for example, T2-0001 or T2-0001-01). **NOTE:** The ULN is no longer required on palletized containers (items on a pallet), but it is still required to be annotated on the placard or DD Form 1387, **Military Shipping Label**, and included in the TCN. The 463L pallets or other stand-alone items (for example, equipment or rolling stock) will be identified with a DD Form 1387 (completed according to DoD 4500.9-R) or a placard.

5.5. In accordance with paragraph 3.13 of AFCAT 21-209, *Ground Munitions*, if an individual is required to deploy with small arms ammunition, he or she should deploy with the *authorized* quantity for the deploying weapon (for example, for non-security forces units, 60 rounds for the M-16, 30 rounds for the M-9), not the *allocated* quantity. (**NOTE:** Chapter 34 of AFI 21-201, *Management and Maintenance of Non-Nuclear Munitions*, lists procedures for deploying munitions and mobility munitions accounts.) In addition, the wing's logistics plans should coordinate with the munitions accountability systems officer (MASO) for possible consolidation of smaller unit deployment accounts and the establishment of one central point of contact in logistics plans or the DCC.

**2.8. (Added) Forms Adopted.** AF Forms 847 and 4005; DD Forms 1385, 1387, and 1387-2.

### ***References (Added)***

AFI 21-201, *Management and Maintenance of Non-Nuclear Munitions*

### ***Abbreviations and Acronyms (Added)***

**AMC**—Air Mobility Command

**APDE**—aerial port of embarkation

**CAT**—crisis action team

**CBL**—commercial bill of lading

**FAC**—functional area chief

**LES**——leave and earning statement

**MASO**——munitions accountability systems officer

**MDS**——mission design series

**MilMod**——Air Force Personnel Data System Modernization Program

**ORI**——operational readiness inspection

**SAV**——staff assistance visit

**SIPRnet**——Secret Internet Protocol Router Network

**TCMD**——transportation control movement data

**UDCC**——unit deployment control center

**Attachment 15 (Added)****SAMPLE ULN DEPARTURE/REMAINDER MESSAGE****UNCLASSIFIED**

01 01 1520 AUG 01 RR RR UUU XPL

FROM YOUR UNIT XXXX AFB XX//DCC//  
TO HQ AETC RANDOLPH AFB TX//CAT/LGX/LGT//  
INFO GAINING CINC XXXX AFB XX//BS/LGX/LGT//

UNCLAS

SUBJECT: ULN DEPARTURE/REMAINDER FOR XXXWG, XXXX AFB XX

1. THE FOLLOWING ARE DEPARTURES FROM XXXX AFB, XXXWG FOR 1 AUG 01:

TYPE	MISSION	ULN	SHORT TONS	PAX
ACFT				
C-5	G00561	VLAB	32	35
"	"	VLAA	30	37

2. SCHEDULED AIRLIFT FOR THE NEXT 24 HOURS (IF KNOWN) AND SOURCE OF INFORMATION.

3. THE FOLLOWING IS A BACKLOG OF CARGO:

ULN	SHORT TONS	PAX
VLAB	150	28

VLAA (ALL COMPLETE)

**NOTE:** [LIST ALL REQUIREMENTS (BY ULN) THAT ARE BACKLOGGED.]

4. REMARKS--OUTSIZED REQUIREMENTS, ETC.

5. POC IS SMSGT R. A. MCLINTOCK, XXXWG/DCC, DSN 555-2121.

SMSGT HILLKINGOF, DCC, 555-2121

SAMPLE/RAM/1 AUG 01

CRC:

**UNCLASSIFIED**

011520Z  
AUG01

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